

# IRMS LOCALITY ACCESS ADMINISTRATIVE ACTIVITIES

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## Effective Date

08/16/2005

## Overview

Each year TAX sends a Memorandum of Understanding form to each locality for both the Local Commissioner/Director of Finance and the Local Treasurer along with the yearly packet of information. The Memorandum of Understanding must be completed and returned to TAX annually.

A Memorandum of Understanding is a signed agreement between two or more parties stating the conditions under which a party may have access to information or data and the specific information or data that may be provided to that party. Your request will be reviewed by a TAX System Administrator to determine if your request is based on the business needs of the locality. Once approved, TAX will notify you when your access has been granted.

## Tasks

[Complete and Submit Access MOU to TAX](#)

## Published Date

04/23/2015